

CERTIFICATION OF REAL ESTATE CONTINUING EDUCATION INSTRUCTOR

Instructions and Application

- . Submit a completed application form which includes documentation of command knowledge in the subject area and documented teaching experience, including current resume.
- . Application may be for certification in a specific course (i.e., "Basic Real Estate Investment Analysis"), or in a general course category (i.e., Finance, Property Management, Real Estate Law, etc.).
- . Submit proof of completing a Real Estate Commission approved Instructor Development Workshop within the preceding two years.
- . Submit a signed Statement of Ethical Teaching Practices and a Consent form.
- . All complete applications will be reviewed and considered by the Real Estate Commission ("Commission"). Incomplete applications will **not** be considered. Please allow 45 days for processing.

UNTIL RECEIPT OF WRITTEN NOTIFICATION OF APPROVAL FROM THE REAL ESTATE COMMISSION, NO PROVIDER MAY SCHEDULE OR OFFER A CONTINUING EDUCATION COURSE WHICH LISTS AN INSTRUCTOR WHO HAS NOT BEEN CERTIFIED FOR THE SPECIFIC COURSE OR COURSE CATEGORY.

Instructions for "Yes" Answers on Section 10 of the Application for Continuing Education Instructor Certification

A. The following documents must be provided at the time you apply for certification. Applications will not be considered without this material.

Question a1)

If you have applied for, been granted, or held a real estate license in Hawaii or any other jurisdiction, list the jurisdiction, license type, and license number in the space provided. Attach a separate page if more space is required.

Questions a2, a3, a4, and a5)

These questions refer to complaints, charges of unlicensed activity, or pending disciplinary actions for any profession, occupation, or license, both real estate and those other than real estate. If your answer is "yes" to one or more of these questions, read paragraph B below, and you must submit the following:

- i. A statement by you explaining the circumstances;
- ii. Copies of any documents from the agency, including final orders, petitions, findings of fact and conclusions of law, and any other relevant documents;
- iii. A resume of any employment, business activities, and education since the date of the action; and,
- iv. You may also include statements from employers, business associates, clients, and others who can attest to your reputation for or record of competency, honesty, truthfulness, financial integrity, and fair dealing.

Question b)

If your application indicates a criminal conviction, read paragraph B below, and you must submit the following:

- i. A statement by you explaining the circumstances leading to the conviction and detailing all activities since the conviction, including employment and business involvements. Include job title, period of employment, employer's name, description of duties, training attended, and educational courses attended;
- ii. A copy of the court order, verdict, and terms of sentence;
- iii. If applicable, a copy of the terms of probation and/or parole and a statement from your probation or parole officer as to your reputation for or record of competency, honesty, truthfulness, financial integrity, and fair dealing; and,
- iv. Statements from employers, business associates, clients, and others who can attest to your business dealings since the conviction, including a statement as to your reputation for or record of competency, honesty, truthfulness, financial integrity, and fair dealing.

Question c)

If you have any pending lawsuits, unpaid judgments, outstanding tax obligation, or any other type of involuntary liens against you, read paragraph B below, and you must submit the following:

- i. A statement by you explaining the circumstances and current status, and if no payment of payment arrangement has been made, the reason;
- ii. A resume of employment and business activities; and,
- iii. Copies of the court complaint, judgment, documentation of payment arrangements, lien documents, records of any payments, and other relevant documents.

B. If your answer to questions a2), a3), a4), a5), b), or c) is "yes", your application will be reviewed at a monthly Real Estate Commission meeting if you have provided all applicable information and documents as described above. The Commission will not review incomplete applications. If you wish to present oral testimony at the meeting, submit a written request with your application. A courtesy notice with information on the date, time, and location of the meeting will be sent to you.

**Continuing Education Instructor Certification
Schedule of Fees**

Initial instructor certification

Attach two (2) separate payments:

- | | | |
|----|---|---------|
| 1. | Application fee (nonrefundable) | \$100 |
| 2. | Certification fee (\$20 for each elective course or course category + \$90 Compliance Resolution Fund) | \$ ____ |

Note: Certification fee refundable if certification denied. If application submitted in the second year of a biennium, submit \$45 Compliance Resolution Fund.

Instructor certification for additional courses if submitted separately from initial certification application

Attach two (2) separate payments:

- | | | |
|----|---|---------|
| 1. | Application fee (nonrefundable) | \$75 |
| 2. | Certification fee (\$20 for each elective course or course category) | \$ ____ |

Note: Certification fee refundable if certification denied.

**ATTACH TWO CASHIER'S CHECKS OR MONEY ORDERS FOR THE AMOUNTS PAYABLE TO "COMMERCE
AND CONSUMER AFFAIRS"**

REAL ESTATE COMMISSION
State of Hawaii
Professional and Vocational Licensing Division
Department of Commerce and Consumer Affairs
250 South King Street, Suite 702
Honolulu, Hawaii 96813

APPLICATION FOR CONTINUING EDUCATION INSTRUCTOR CERTIFICATION

1.	Applicant's Name:
2.	Business Address:
3.	Residence Address:
4.	<div style="display: flex; justify-content: space-between;"> Business Address: Residence Telephone: </div>

5. Indicate the name of the specific approved elective course(s) or, the general course category for which you are applying for certification:

Elective Course(s):

AND / OR

General Course Categories:

<p>_____ Contracts</p> <p>_____ Investment</p> <p>_____ Real Estate Law</p> <p>_____ Finance</p> <p>_____ Risk Management</p>	<p>_____ Dispute Resolution</p> <p>_____ Property Management</p> <p>_____ Real Estate Law Update & Ethics</p> <p>_____ Property Ownership & Development</p> <p>_____ Other: _____</p>
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* NOTE: See attached schedule of fees for **each course or category** to be certified.

For	<u>Certification</u>		<u>Additional Application</u>	
Cashier's Use	App \$100	587	App \$75	587
Use	Cert \$20 each course/cat	587	Cert \$20 each course/cat	587
	CRF \$90/\$45	C13	CRF \$90/\$45	C13
	Svc Fee \$15	BCF		

6. Teaching qualifications. You must meet at least one of the following requirements (check appropriate line and provide requested information):

- ____ a. Bachelor's (or higher) degree in education. Indicate school and year degree awarded, and attach an official transcript, copy of diploma, and a current resume of your education and teaching experience.

- ____ b. **Current** teaching credential or designation. Indicate organization awarding credential, year awarded, and type of credential. Attach a copy of the credential and a current resume of your education and teaching experience.

- ____ c. **Current** full-time faculty appointment at an accredited institution of higher education. Attach verification of current appointment.

- ____ d. Three years of full-time teaching in **any** field (may have been accumulated over a period of time). List name of institution, firm, or organization, dates, subject matter, credit hours, and explanation of teaching assignments and experience. Attach description, resume, and employment verification.

- ____ e. Documented combination of both 1) three years of teaching experience directly related to the subject matter or category of the specific course(s) for which you are applying; **and** 2) substantial participation in developing real estate curriculum or courses for a level beyond professional entry. Valid teaching experience includes workshops, seminars and training courses at any accredited institution of learning or any real estate office. Attach a detailed explanation of the teaching experience, employment verification and a current resume. Indicate dates, subject, credit hours, institution, firm, or organization.

- ____ f. Other substantial teaching experience as the Commission may determine (other than full-time teaching experience in any field). Indicate name of institution, firm or organization, dates, subject matter, credit hours and explanation of teaching assignments and experience. Attach explanation and employment verification.

7. Qualifications (specialized knowledge). You must meet at least one of the following requirements for each course or course category certification. (Check appropriate lines and provide the requested information for each course or category. Attach additional sheets if needed):

____ a. Bachelor's (or higher) degree from an accredited college or university with a major in a field of study directly related to the subject matter of the specific course(s) or course category. Indicate the type of degree, field of study, school, year awarded, and attach an official transcript and copy of diploma.

____ b. Bachelor's (or higher) degree **and** five years of real estate experience directly related to the subject matter of the specific course or course category. Indicate the type of degree, field of study, school, year awarded, and attach an official transcript and copy of diploma. Also attach a current resume describing in detail your 5 years of specialized experience and two letters of reference from employers or clients.

____ c. A degree in law, licensed and practicing law in Hawaii for at least three years in an area directly related to the subject matter of the specific course or course category. Indicate school and year degree awarded. Attach a copy of your law degree or an official transcript and a current resume describing in detail your specialized experience.

____ d. **Current** appointment to the real estate faculty or other faculty of an accredited college or university in an area directly related to the subject matter of the specific course(s) or the course category. Attach a copy of the letter of appointment and verification and a current resume.

____ e. Other evidence or verification of applicant's ability to teach and command knowledge of the specific proposed course or course category as the Commission may determine. Submit explanation, verifying documents, and a current resume.

You may be requested to appear before the Commission for an oral examination of your ability to teach and your command knowledge of the subject matter of the proposed continuing education courses or course category.

8. Current real estate license information (if any), original date of licensure:
License Number: _____ State: _____ Valid Dates: _____ Status: _____

9. **Attach Certificate of Completion For An Instructor Development Workshop** (if any). The certificate must have been issued within the two years preceding this application and be for a Commission-approved Instructor Development Workshop.

10. CIRCLE ANSWERS TO ALL QUESTIONS AND EXPLAIN ALL "YES" RESPONSES ON A SEPARATE SHEET.

a. 1) Have you ever applied for, been granted, or held a real estate license in Hawaii or any other state? YES NO

If yes, what state, license type, and license number? _____

2) Has an application for license or a real estate license ever been denied, suspended, fined, involuntarily terminated, revoked, or otherwise subject to disciplinary action? YES NO

3) Have any complaints or charges ever been filed against you, regardless of outcome, with the licensing agency of any state? YES NO

4) Have any charges of unlicensed activity ever been filed against you, regardless of outcome, with the licensing agency of any state? YES NO

5) Are there any pending disciplinary actions against you? YES NO

b. During the past 20 years have you ever been convicted of a crime where there has not been an order annulling or expunging the conviction? YES NO

c. Are there any pending lawsuits, unpaid judgments, outstanding tax obligations, or any other type of involuntary liens against you? YES NO

d. Are you LESS than 18 years of age? YES NO

e. Are you an alien without authorization to work in the United States? YES NO

Explain all "Yes" responses on a separate sheet with detailed information and submit supporting documents (see instruction sheet for documents to be submitted). Any "Yes" answers to the questions in Section 10 of the application will require review by the Real Estate Commission before a decision is made regarding registration.

Certification of Applicant:

I hereby certify that the statements and answers on this application and accompanying document(s) are true and correct. I understand that any statement false or untrue, or any material misstatement of fact shall constitute grounds for refusal or subsequent revocation of certification.

Signature of Applicant

Print Name

STATEMENT OF ETHICAL TEACHING PRACTICES

Continuing Education Instructor

I, _____, as a continuing education instructor for _____, do hereby promise, attest to, and affirm that I shall adhere to the highest standards of ethical practices in the performance of my instructional duties including but not limited to:

1. Teaching only course subjects, the command knowledge of which I have acquired either by training, experience or education or by combinations thereof, "command knowledge of" as defined in §16-99-104(g), Hawaii Administrative Rules, Real Estate Brokers and Salespersons;
2. Taking all reasonable steps to update the continuing education course materials and information;
3. Giving out, to the best of my knowledge and belief, current and accurate course information and materials;
4. Conducting fair and reasonable discussions, presenting alternative viewpoints, and identifying clearly an instructor's opinion of any controversial course issues within the time allotted to the topic;
5. Advising students that each should research and update any course information and materials prior to using the course information and materials in the practice of real estate;
6. Taking reasonable steps to prevent the unlicensed, unauthorized and unintended practice of any licensed profession, for example, the unlicensed practice of giving legal, accounting, or tax advise;
7. Using reasonable efforts to keep current with the state of the art teaching techniques and skills as it relates to the teaching of continuing education to adult learners;
8. Informing students prior to the start of class what the students can expect to learn from the course;
9. Taking reasonable steps to evaluate whether indeed the students have learned what I taught;
10. Refraining from limiting course instructions to exclusively train students to pass a course exam where one is given;
11. Obtaining appropriate consents and permissions before using copyrighted or patented instructional materials, products or presentations;
12. Taking reasonable steps to maintain appropriate classroom decorum and language conducive to academic learning, inquiry and research;

13. Taking necessary steps to ensure that the Real Estate Commission receives all anticipated material changes to the course objectives, curriculum, materials and information thirty days prior to the anticipated change; except changes reflecting new federal and state legislation and administrative agency rules;
14. Refraining from active solicitation and advertising for, during any scheduled continuing education class, other businesses and products which the instructor owns or has any direct or indirect interest in; "active solicitation and advertising for" excludes a business, professional or product presentation to students listing the instructor's expertise, work experience, publications, and affiliations as part of an introductory resume;
15. Performing diligently all other duties and responsibilities required of a continuing education instructor as set forth in Hawaii Revised Statutes, Chapter 467 and Commission rules embodied in Hawaii Administrative Rules, Chapter 99, "Real Estate Brokers and Salespersons."

As a continuing education instructor, I acknowledge that failure to conform to the standards, duties and responsibilities enumerated and referred to above may be grounds for loss of certification as an instructor.

As the administrator of the continuing education provider named above, I acknowledge and agree that my omission of, intentional or negligent conduct and acts which aid and abet the continuing education instructor signing below to perform otherwise as the instructor has promised, attested to and affirm, and adhere to but not limited to herein, may be grounds for loss of the continuing education provider's registration.

Instructor-Applicant's Signature

Administrator's Signature

Print Name

Continuing Education Provider

Date

Date

CONSENT

The Real Estate Commission may use the following methods to evaluate the prelicense education / continuing education programs and to monitor compliance with prelicense education / continuing education rules.

1. Evaluations. The Commission may require that participant evaluation forms, provided by the Commission, be distributed to participants for purposes of evaluating the school / provider, instructor, and course. Schools / Providers will be responsible for obtaining, distributing, collecting, and returning the forms.
2. Drop-In Monitoring. Representatives of the Commission may attend courses on a drop-in basis. They will not register and no fees or reimbursements will be involved.
3. Investigative Monitoring. Representatives of the Commission may attend courses as a regular participant for the purpose of determining if the courses are being presented under statute, regulation, and Commission requirements. These representatives will not identify themselves as Commission representatives and will pay the required fees.
4. The Commission may, from time to time, request information regarding course offerings, attendance, examinations, and record keeping.

The undersigned acknowledges receipt and understanding of the procedures outlined above which relate to all approved prelicense education / continuing education course offerings.

I consent to inspection or monitoring by representatives of the Real Estate Commission. I agree to report any material changes, including addition of or substitution of instructors in the information submitted at least 30 days prior to proposed use. I agree to retain complete records for at least three years from the date of each course offering.

Signature

Print Name

Title

Date